

- Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
- Research, compile, and interpret data.
- Independently prepare clear, concise, and accurate records, reports, and correspondence.
- Take responsibility for and exercise good judgment in recognizing the scope of authority to be exercised in the capacity of a deputy to a public officer.
- Have the ability to obtain a CMC certificate within 2 years of employment.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

- Equivalent to the completion of the twelfth grade. Specialized training in secretarial science, office procedures, business administration, or a related field.
- Five years of responsible clerical experience involving a high level of public contact
- Possession of, or ability to obtain a commission as a Notary Public.

COMPENSATION AND BENEFITS

Salary

- Salary Range - Effective July 1st 2009
\$4,027.—\$4,895. per mo.
- Longevity steps of 5% at 7, 11 and 20 years of City employment

Retirement

- Participation in CalPERS 2% at 55 plan. City pays employee's contribution

Insurance

- City offers CalPERS health insurance plans for employees and dependents. City provides a monthly cafeteria amount of up to \$8909.12 as an amount above employee's gross salary to be used toward the purchase of health, dental and vision coverage.

- Life insurance of \$20,000

Deferred Compensation

- Choice of plans available. Voluntary employee contribution

Leave Program

- Two to four weeks vacation leave annually, based on years of employment with City
- 12 days of sick leave annually
- 13.5 days of paid holidays annually

APPLICATION AND SELECTION PROCEDURE

An examination of all resumes submitted and an interview by a panel will constitute 100% of the score for selection

Offers of employment are contingent upon successful completion of a comprehensive, job-related background investigation, reference checks, pre-placement medical examination and other appropriate requirements of the position. A satisfactory driving record, proof of automobile insurance and a valid California driver's license is required.

To be considered for this excellent career opportunity as Office Assistant submit a City of Auburn Application for Employment and a current resume to:

Administrative Services
City of Auburn
1225 Lincoln Way
Auburn, CA 95603
530/823-4211, Ext. 142
Fax 530/823-4209

Visit the City of Auburn web site at
www.auburn.ca.gov

Open Until Filled



For physical demands and working environment, please request a copy of the job specifications for details.

Provisions of this bulletin do not constitute nor guarantee an express or implied contract for employment and may be revoked or modified without notice. The City of Auburn is an Equal Opportunity Employer.

AUBURN, CALIFORNIA



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IS SEEKING
APPLICANTS FOR
THE POSITION OF
ASSISTANT CITY
CLERK

THE ORGANIZATION

The City of Auburn was first incorporated in 1860 and again in 1888 and operates under the council/manager form of municipal government. City Council members are elected at large to staggered, four-year terms of office. The Mayor is elected by the City Council. The Council appoints citizens to five standing commissions charged with presiding over areas of special concern to the City—the Planning Commission, the Economic Development Commission, the Historic Design Review Committee, the Arts Commission and the Telecommunications Commission. The City Manager oversees the City staff of 80 in the administration of the day-to-day operations. The primary service delivery operations of the City are police, fire protection, community development and building, public works, municipal airport, bus transit and waste water treatment. Water, electric, solid waste disposal, parks and recreation and hospital services are provided by other agencies.

THE POSITION

- Independently performs a variety of responsible, confidential, and complex administrative, technical, programmatic, secretarial, and clerical duties in support of the City Clerk's Office; prepares City Council meeting agendas and packets and serves as recording secretary for City Council meetings as assigned; assumes responsibility for minute preparation and editing; maintains official City records and performs records management functions; coordinates City elections with the County; serves as secretary to the Mayor; and provides information to the public, City staff, and City officials related to the function, policies, and procedures of the City Clerk's Office.
- This position may be deputized by the Elected City Clerk to act in the capacity of the City Clerk under the authority of the City Clerk, pursuant to the provisions of the California Government Code.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Example of Duties:

- Prepare and distribute City Council and Auburn Urban Development Authority (AUDA) meeting and study session agendas; prepare and post Public Hearing Notices.
- As Deputy City Clerk, attend and take minutes of meetings of the City Council and AUDA upon direction of the City Clerk.
- Prepare, edit, distribute, and maintain City Council and AUDA minutes; maintain Official Minute Books of the City Council and the AUDA.
- Prepare and distribute official documents for signature by the City Clerk, Mayor, or others as required.
- Process and record all resolutions and ordinances; submit ordinances for codification in the Auburn Municipal Code.
- Serve as the official custodian of public records including ordinances, resolutions, contracts, deeds, agreements, bids, and related items; archive and maintain all official City documents.
- Coordinate municipal elections with Placer County elections officials including initiatives, referendums, and candidates.
- Coordinate the distribution, collection, and filing of Fair Political Practices Commission's documents including Conflict of Interest statements for City Council members, staff, and committee, commission and board members as required by state statute.
- Type and proofread a wide variety of reports, letters, memoranda, correspondence, and statistical charts; type from rough draft, verbal instruction, or transcribing machine; independently compose correspondence related to assigned area of responsibility.

- Utilize various computer applications and software packages; enter and maintain data; generate reports from a database or network system; create documents using word processing software.
- Act as notary for City business matters.
- Perform related duties as required.

QUALIFICATIONS

The Ideal Candidate will possess Knowledge of:

- Operations, services, and activities of a municipality including the policies and procedures related to the function and statutory obligations of the City Clerk's Office.
- Election processes.
- Business letter writing and basic report preparation techniques.
- English usage, spelling, grammar, and punctuation.
- Pertinent Federal, State and local laws, codes, and regulations including those governing the maintenance of records by a public agency.
- Basic principles and practices of municipal budget preparation and administration.
- Research procedures used in searching of public records

The Ideal Candidate will have a Proven Ability to:

- Perform responsible and difficult administrative and secretarial support duties involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Provide information and organize material in compliance with laws, regulations and policy.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Maintain confidentiality of information.